**Name:**

**Date:**

**Project:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget** | **Excellent** | | | **Satisfactory** | | | **Needs Improvement** | | |
| Budget is present and within limits given; budget is balanced |  |  |  |  |  |  |  |  |  |
| ***Comments:*** | | | | | | | | | |
| **Timeline** | **Excellent** | | | **Satisfactory** | | | **Needs Improvement** | | |
| Timeline is present; timeline within feasible limits |  |  |  |  |  |  |  |  |  |
| ***Comments:*** | | | | | | | | | |
| **Visuals** | **Excellent** | | | **Satisfactory** | | | **Needs Improvement** | | |
| Visuals enhance presentation to clearly show design ideas; all plants and materials are displayed |  |  |  |  |  |  |  |  |  |
| ***Comments:*** | | | | | | | | | |
| **Wants and Needs** | **Excellent** | | | **Satisfactory** | | | **Needs Improvement** | | |
| Proposal fully addresses the wants and needs of the client |  |  |  |  |  |  |  |  |  |
| ***Comments:*** | | | | | | | | | |
| **Clarity and Organization** | **Excellent** | | | **Satisfactory** | | | **Needs Improvement** | | |
| Proposal clearly displays all ideas; proposal is organized and easy to follow |  |  |  |  |  |  |  |  |  |
| ***Comments:*** | | | | | | | | | |
| **Ability of Answer Questions** | **Excellent** | | | **Satisfactory** | | | **Needs Improvement** | | |
| Presenters are knowledgeable about project; presenters are able to clearly and completely answer question |  |  |  |  |  |  |  |  |  |
| ***Comments:*** | | | | | | | | | |
| **Professionalism** | **Excellent** | | | **Satisfactory** | | | **Needs Improvement** | | |
| Maintained eye contact; professional dress; positive, confident attitude and body posture |  |  |  |  |  |  |  |  |  |
| ***Comments:*** | | | | | | | | | |

**Recommendation**

|  |  |  |
| --- | --- | --- |
|  | Accept |  |
|  |  |  |
|  | Accept with Reservations | *Explanation:* |
|  |  |  |
|  | Proposal revisions required | *Explanation:* |